



UNITED NATIONS IN PAPUA NEW GUINEA

**2021 UNCT RESOURCE GUIDE ON PREVENTION
AND RESPONSE TO SEXUAL MISCONDUCT**

(EXPLOITATION, ABUSE AND HARASSMENT)





THE PURPOSE OF THIS GUIDE

This **internal staff** Resource Guide on has been created for all United Nations employees in Papua New Guinea, **including all staff, consultants and volunteers**. The purpose of this guide is to outline the prevention and response related to sexual misconduct (Sexual Exploitation, Abuse and Harassment) committed by UN **staff**. **All new UN staff in Papua New Guinea should be given a copy of this guide.**

This guide has been created by the UN PSEA Taskforce in Papua New Guinea in March 2021 and endorsed by the UNCT. It aims to clearly notify all staff of their duties and obligations under the UN Staff rules and regulations. It should complement the online mandatory PSEA induction training sessions for new staff and will also be utilised by Agency PSEA Focal Points. The content was created following a UN Wide staff survey on perceptions and attitudes toward sexual exploitation and abuse, and a UN Wide staff training on PSEA this year which assessed staff knowledge and awareness on SEA responsibility and accountability. **The guide will be reviewed by the PSEA Task force on an annual basis and updated editions will be circulated by the UNCT.**



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INTRODUCTION

All forms of sexual exploitation and abuse (SEA) are a violation of human rights over a vulnerable population that the UN has pledged to protect. Sexual exploitation and abuse can lead to serious consequences for survivors and undermines the integrity and reputation of the UN and the implementing partners with whom we work. The UN is fully committed to the prevention of sexual exploitation and abuse. In this regard, the UN agencies in PNG are committed to working in a coordinated manner to raise the awareness of staff and increase their understanding of PSEA, strengthen their systems on PSEA, improve accountability, and improve coordination and communication among the UN and partners relating to PSEA.

Sexual Exploitation and Abuse is a protection, health, and human rights issue that can be life-threatening and have a devastating impact on women and children in particular, and families and communities who are recipients of assistance. It is a breach of fundamental human rights and a betrayal of the UN's core values. The sexual exploitation and abuse of those who depend on the United Nations for assistance runs counter to all its personal and organisational values. Despite humanitarian principles and commitments to counter these despicable acts, instances of abuses committed by UN workers have occurred.

Failure to address or respond to sexual exploitation and abuse will result in the failure of the UN's mandate and objectives of the programs being implemented across Papua New Guinea. Many of these programs target vulnerable children and women in an effort to improve gender equality, reduce violence in communities and empower survivors to speak out. Incidents of SEA increase the suffering of an already vulnerable sector of the population. It also undermines the credibility of these programs, staff, agencies and implementing partners which have spent decades building rapport and relationships with local communities.

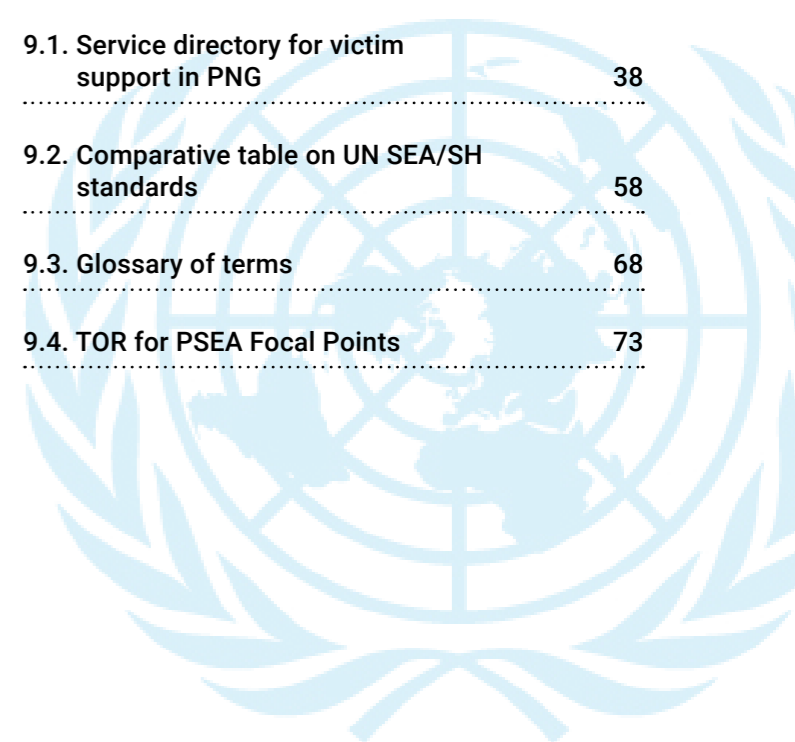
Furthermore, allegations and cases of SEA also hinder our relationships with Donors who fund UN agencies with trust that our personal deliver programs with the utmost ethical behaviour with beneficiaries. Donors can withdraw funding from programs and agencies where there has been SEA or misconduct by personal. The likelihood of programs pausing or ceasing due to an SEA investigation is high. The abrupt termination of programs which offer life saving food security, shelter or support will further impact communities and recipients of aid.

SEA damages both the image and the credibility and integrity of the UN in the eyes of the host state government of Papua New Guinea and its people. The UN cannot realistically advise the government on adherence to international human rights standards if its own staff are violating international human rights law and staff rules and regulations. The level of mistrust and poor reputation that allegations of SEA creates may take years to rebuild within Papua New Guinea.



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1. INTRODUCTION TO PSEAH

1.1. CORE VALUES/UN STANDARD OF CONDUCT

The United Nations (UN) and its agencies do not tolerate any sort of sexual harassment or abuse to an individual as it undermines human dignity and human rights. Everyone working at the UN, including UN staff, consultants, volunteers, individual contractors and people working for partner organisations, must not engage in any form of sexual harassment or abuse.

Acts of sexual exploitation and abuse are unacceptable and prohibited for all UN personnel, consultants, UN contractual partners. They erode the confidence and trust and damage in the humanitarian and development community and damage its image and integrity.

One of the UN's priorities is to protect individuals from sexual harassment or abuse. Over the years, UN agencies have improved the way in which they provide assistance to people who have experienced this. For example, in 2007, the UN General Assembly adopted the United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel. In 2017, the Secretary-General appointed a system-wide Victims' Rights Advocate (VRA) to ensure that the United Nations system provides real and sustained assistance. A Trust Fund in Support of Victims of Sexual Exploitation and Abuse was established by the Secretary-General in March 2016 to support services for victims.



1.2. STAFF RULES AND REGULATIONS

The UN has its own regulations which state the duties, obligations and responsibilities of its staff. Everyone working at the UN (in any agency) must follow the Staff Regulations and Rules, the Standards of Conduct for the International Civil Service as well as instructions set up by UN agencies.



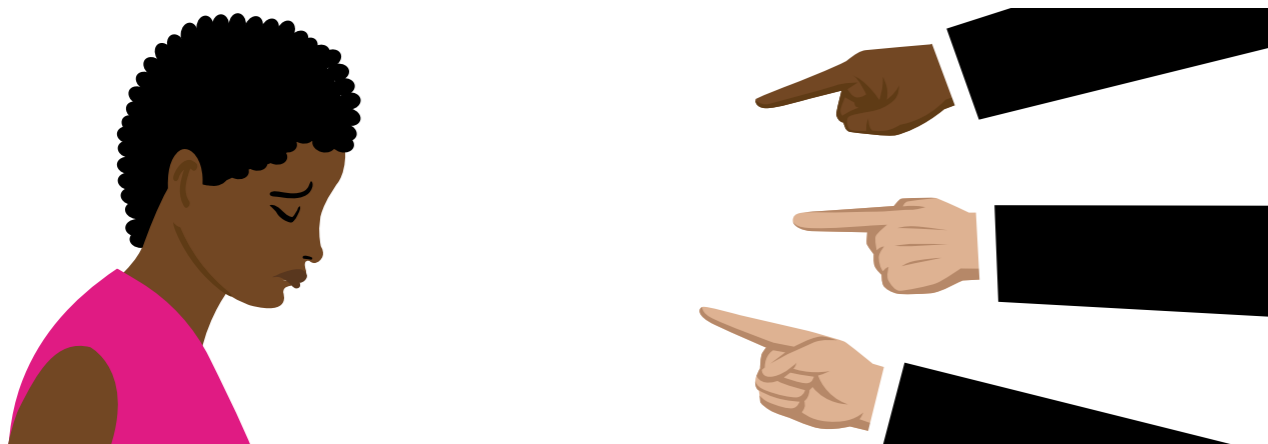
1.3. BASIC RIGHTS AND OBLIGATIONS OF ALL UN STAFF

Rule 1.2 of the UN Staff Regulations and Rules, Chapter 1, states that:

“(e) Sexual exploitation and abuse is prohibited. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or the age of consent locally, except where a staff member is legally married to a person who is under the age of 18 but over the age of majority or consent in his or her country of citizenship.”

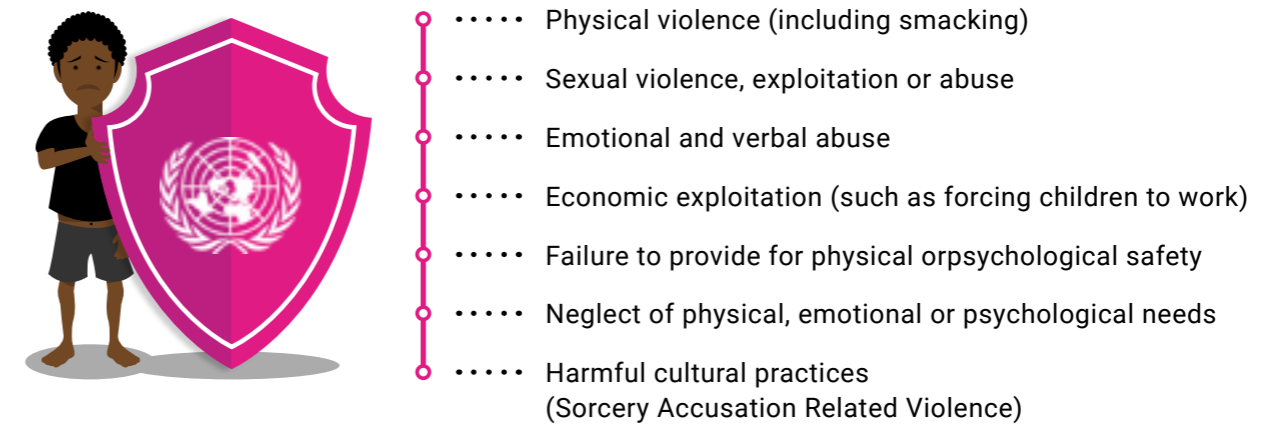
“Mistaken belief in the age of a child is not a defence. The exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. United Nations staff members are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse.”

“(f) Any form of discrimination or harassment, including sexual or gender harassment, as well as abuse in any form at the workplace or in connection with work, is prohibited.”



1.4. CHILD SAFEGUARDING

Child safeguarding means preventing children from being abused or mistreated by UN agencies’ staff or associates. This includes:



Policies and actions to prevent sexual exploitation and abuse are designed to protect everyone, not just children. Child safeguarding, on the other hand, refers to the principles and mechanisms put in place to reduce the risks of harming children in any UN operation and work, including by engaging the right contractors and partners and guiding or managing them well.



The Global UNICEF Child Safeguarding Policy affirms that “staff members and non-staff personnel, as well as individual consultants and contractors, are expected to conduct themselves in a way that demonstrates their commitment to the protection and safeguarding of children and to manifest through their conduct a personal commitment to the Universal Declaration of Human Rights and the Convention on the Rights of the Child”. Upholding these principles must always be a core responsibility of all UN staff. Reporting cases of child abuse and exploitation in any form (not only sexual) follows the same principles and procedures described in this document.

1.5. WHAT IS GENDER-BASED VIOLENCE AND VIOLENCE AGAINST CHILDREN?

Gender-based violence is an umbrella term for any harmful act that is perpetrated against a person's will and is based on socially ascribed (i.e. gender) differences between males and females.



It includes inflicting, or threatening to inflict, physical, sexual or mental harm or suffering, forcing someone to do something against their will, and taking away someone's freedom. It includes sexual exploitation, abuse and harassment.

Sexual Exploitation and Abuse is different from GBV because it is perpetrated by UN Staff, implementing partner organisations and humanitarian aid workers.



While this reference guide is focussed on the UN Rules and response to Sexual Exploitation and abuse, it is also important to understand the context of GBV and violence which exists in Papua New Guinea.



1.6. VIOLENCE AGAINST WOMEN AND CHILDREN IN PNG

VIOLENCE AGAINST WOMEN

In PNG, gender-based violence is widespread, limiting women and girls' safety and ability to make informed sexual and reproductive health choices. The PNG 2016–2018 Demographic Health Survey found that almost two thirds of women have experienced physical, sexual, or emotional violence. More than half had experienced physical violence, while almost a third had suffered from sexual violence. More than half of Papua New Guinean women reported having experienced physical violence in the 12 months prior to the survey and more than a quarter said they had experienced sexual violence at some point during their life. Inequality between men and women and discrimination against women is widespread and persistent in PNG.



Almost two thirds of women have experienced physical, sexual, or emotional violence.

ABUSE AGAINST MEN AND BOYS

The prevalence and attitude toward violence against women and girls contribute to their risk of experiencing Sexual Exploitation and Abuse. However, it is also important to remember that boys and men are also victims of sexual exploitation and abuse and this may be under reported due to stigma. Boys and men may also be less likely to speak out about abuse they have experienced, particularly if it is same-sex abuse. This is due to illegal homosexual laws in PNG which create a culture of silence on this issue.

WHAT CAN BE DONE TO TACKLE GENDER-BASED VIOLENCE?



Gender-based violence is widely accepted as a normal way of life. For people to change the way they think on this issue, they need to become more aware of what gender-based violence is, its devastating consequences, and the rights of women and girls to make decisions about their own bodies and to live free of violence.



Services to support victims of gender-based violence and make sure they get the specialist help they need are inadequate. Improving services for survivors will reduce the harmful consequences of gender-based violence, prevent further trauma and support their long-term recovery.



**STOP
GENDER BASED
VIOLENCE**



VIOLENCE AGAINST CHILDREN

Violence against children includes all forms of violence against people under 18 years, whether inflicted by parents or other caregivers, peers, romantic partners or strangers. Children of any age can experience violence. The most common forms of violence against children include:



Maltreatment, such as physical, sexual and psychological/emotional violence; and neglect of infants, children and adolescents by parents, caregivers and other authority figures, most often in the home but also in places such as schools and orphanages.



Bullying (including online bullying), which is repeated behaviour which is intended to hurt either emotionally or physically, and is often aimed at a child or young person who is perceived to be vulnerable.



Intimate partner violence (or domestic violence), which describes physical, sexual and emotional committed by an intimate partner, such as a boyfriend/girlfriend, or an ex-partner. Although boys can also be victims, intimate partner violence disproportionately affects girls. It commonly affects girls within child **and early or forced marriages**. Among romantically involved but unmarried adolescents it is sometimes called “dating violence”.



Sexual violence, which describes any unwanted sexual act or activity. It includes sexual contact or attempted sexual contact as well as sexual acts that do not involve contact (such as voyeurism or sexual harassment). Sex trafficking is also a form of sexual violence, as is sexual online exploitation.



Emotional or psychological violence, which includes restricting a person’s movements, criticising, ridiculing, threatening and intimidating someone, discrimination, rejection and other non-physical forms of hostile treatment.

When directed against children and young people because of their biological sex or gender identity, any of these types of violence can also constitute gender-based violence.

Systematic data on violence against children is not widely available in PNG. However, recent estimates suggest that:

75% of children experience some form of violence during their childhood, often perpetrated at home

43% of adolescent women aged 15–19 have experienced physical and/or sexual violence

Nearly one third of young women aged 20–24 years reported marrying by the age 18 (DHS 2016-18).

14% of adolescent girls aged 15–19 have experienced sexual violence and coercion.

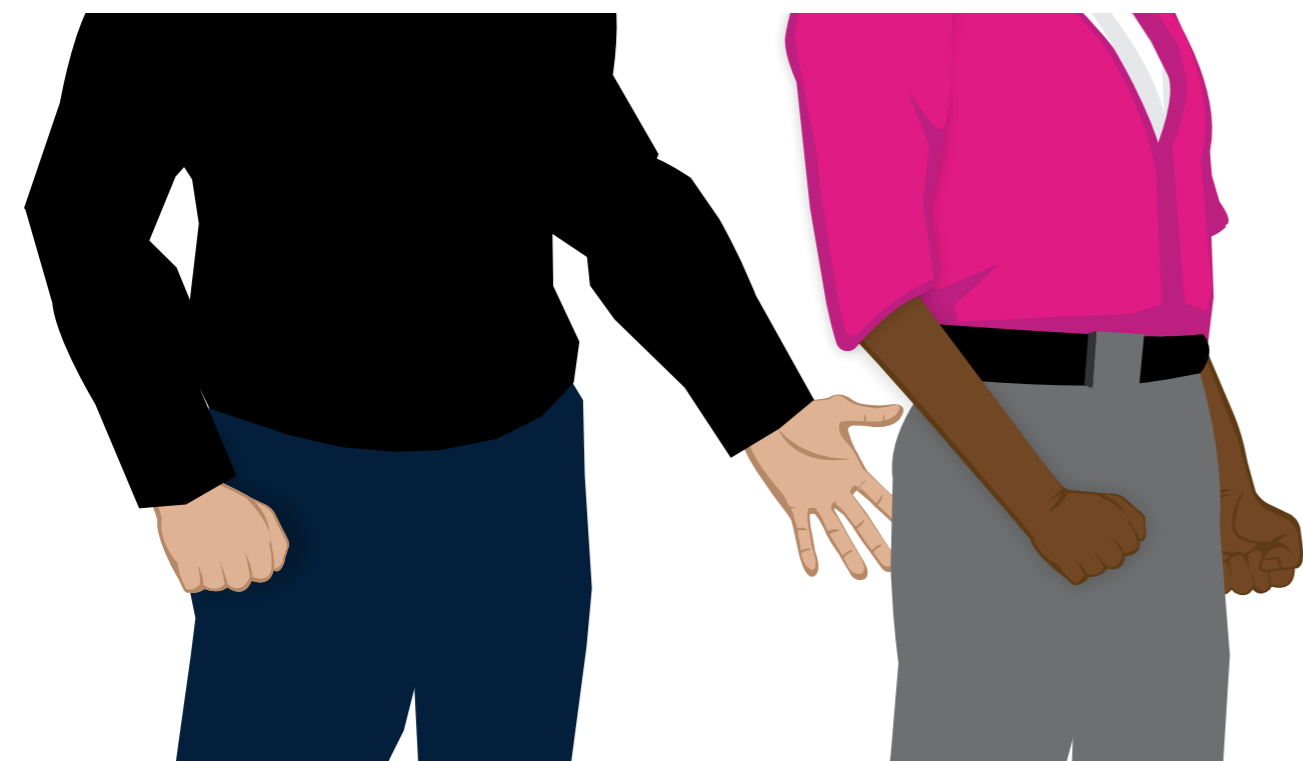


2. SEXUAL MISCONDUCT

As a UN staff member, you agree to clear rules that forbid sexual misconduct. These are stated in the UN Staff Rules and Regulations and the UN Standards of Conduct.



Sexual misconduct includes sexual exploitation, sexual abuse and sexual harassment of women, men, girls or boys. The next section will explain the different types of sexual misconduct and will give examples of these forms of prohibited behaviour by UN staff.



2.1. WHAT IS SEXUAL EXPLOITATION?

SEXUAL EXPLOITATION

The UN defines sexual exploitation as: Any actual or attempted abuse of one's position of power, using vulnerability or trust, for sexual purposes. This includes sexually exploiting another human for profit, such as money. **Asking someone to have a sexual relationship with you or someone else in return for money, food, services or employment is sexual exploitation.**

Sexual exploitation is forbidden because it is based on **unequal relationships**. UN staff are automatically considered to be in a position of power, authority or economic advantage in their community. Therefore, any kind of transaction for sex – such as providing gifts or offering support – reflects this **unequal power balance** and is against the UN ethical principles of equality.

Consent is irrelevant; even if someone accepts a gift or support from a UN worker, the transaction is still considered exploitative.

UN staff are not allowed to pay for sex. Paying for commercial sex services (sex workers) is prohibited by all UN Staff whether legal in the country of duty or country of origin. It applies whether you are on leave or on the weekend.



Asking for sex or sexual acts in exchange for money, food, services, employment or threatening to withhold support due to your position of power as a UN worker



Exchanging money, food, services or employment for sex. This includes assistance offered to someone benefiting from a UN programme – for example, women market vendors who are engaging in a UN women's empowerment project; children who are receiving PPE and school supplies through a UN education programme; community leaders who are receiving training and support from the UN.

Remember that **attempting** sexual exploitation is considered to be breaking UN rules.

WHAT IS A SEXUALLY EXPLOITATIVE RELATIONSHIP?

For example:



A UN staff member working in a small provincial sub office offers a woman a lift to the market or school in exchange for sex.



A UN staff member visits a bar at the weekend and pays for sex from a sex worker.



A UN staff member befriends a young haus meri from his compound. He says he will support her and her whole family and pay for her schooling. They start a sexual relationship.

2.1.2. GUIDANCE ON SEXUAL RELATIONSHIPS WITH BENEFICIARIES

Sexual relationships between UN staff and individuals who receive support, services or assistance from the UN, or take part in UN programmes, are **strongly discouraged**. UN staff are able to influence who receives UN support, which therefore puts them in a position of power.

A relationship between a UN staff member and a beneficiary could be seen as inappropriate by the community if there is unequal power. There could be concerns that the relationship is not truly voluntary and equal.



2.2. SEXUAL ABUSE

2.2.1. WHAT IS SEXUAL ABUSE?

Sexual Abuse is defined as 'actual or threatened physical intrusion of a sexual nature, either by force or unequal, coercive conditions'.

Rape is defined as 'penetration of a person's body without their consent with a sexual organ, OR, the invasion of a genital or anal opening of a person who does not consent, with any object or body part.



RAPE AND SEXUAL ABUSE ARE A VIOLATION OF UN RULES.

Sexual abuse includes behaviour such as a UN staff groping or touching someone in a sexual manner with the use of force or while the person is under 'coercive conditions'. 'Coercive conditions' can include a situation where the person is not in a position to escape or does not feel safe to say no. It is noted that at times sexual abuse may also amount to sexual harassment, and vice-versa.

WHO CAN BE A VICTIM OF SEXUAL ABUSE?

Anyone can be a victim; men, women, girls or boys. This includes UN Staff or any beneficiaries or person from the local population where the UN is working.

When is Sexual abuse prohibited? **Sexual Abuse is ALWAYS prohibited, 24 hours a day and 7 days a week.** Regardless if a staff member is at work, at home or on holidays – the rules still apply.

2.2.2. EXAMPLES OF SEXUAL ABUSE AND RAPE



A UN Staff member employs a hausmeri who visits their home on a weekly basis. The staff member touches the hausmeri sexually even though she says 'no'.



A male UN driver threatens a local boy and forces him to show his genitals.

Example of rape:



A UN staff member invites their female neighbour over for dinner and tries to have sex with them. The neighbour says no to the sexual advances but the UN staff member inserts his hands into the woman's genitals.

2.2.3. SEX WITH MINORS

The UN prohibits any sexual activity with children.

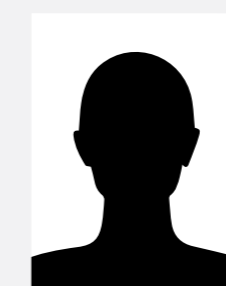
The United Nations considers every sexual activity with a child as sexual abuse:

UN Policy prohibits sexual activity or sexual penetration with a person under 18 years old. All sexual activity with a child is prohibited regardless of the legal age of consent in the local country. Even though the age of consent in Papua New Guinea is 16 years of age, all UN staff are obligated under UN staff rules to the minimum 18 years old UN standard. **Any sexual activity with a person under the age of 18 is considered sexual abuse by UN staff.** Mistaken belief as to the age of the child is no defense.



If you are not sure of the age of the person you intend to have sex with, DON'T DO IT!

PROOF OF AGE



ID: 487264974930

NAME SURNAME

Date of birth
11/01/2004

Sex
Femal

Date of issue
22/03/2021

Date of expiry
22/03/2022

Signature on license

2.3. SIX CORE PRINCIPLES OF SEXUAL EXPLOITATION AND ABUSE

Ol rul blo ol humanitarian wokmanmeri lo saed blo pasin blo gat sex or husait igat laik blo silip wantaim olhusait manmeri I gat hevi o bagarap I kamap lo laif blo ol

Sapos yu wanpela humanitarian wokmanmeri na yu mekim pasin nogud olosem holim sikin o yu laik kuapim man or meri husait I stap ananit lo pawa blo yu, ol bos igat pawa blo rausim yu lo wok blo yu. Displa em ol rul we istap na yu mas bihainim gud tru:

1. Ol humanitarian wokmanmeri itambu lo silip wantaim manmeri husait emi pikanini tasol, olosem emi no winim 18 pela krismas. Maski sapos em orait lo lo blo kantri blo em. Sapos oli tok olosem oli no bin save lo hausmas krismas blo em, dispela ino orat tu.
2. Ol humanitarian wokmanmeri itambu lo givim mani o wok o kainkain samting sapos yu laik silip wantaim man or meri. Dispela pasin tambu, em karamapim ol halivim samting yumi givim ol man olosem kaikai na kolos na haus slip, lo taim nogud o taim blo bikpela bagarap.
3. Yupela ol humanitarian wokmanmeri, yupela holim ol bikpela pawa lo halivim ol manmeri lo taim nogut. Yupla igat pawa lo husait iken kisim halivim lo ol samting na ol sevis tu lo taim nogut. Lo tispla risen tasol, ol humanitarian okanaiseisen itok itambu tru lo usim dispela pawa lo mekim ol pasin nogut o askim laik lo silip wantaim ol manmeri we istap lo hevi o time nogut. Ol displa pasin nogut ibagarapim tru ol ol wok blo humanitarian.
4. Sapos wanpla lo yupla ol humanitarian wokmanmeri igat luksave o wari olosem igat sampla manmeri insait lo ples wok blo yu o manmeri insait lo narapla humanitarian wok ples imekem pasin nogut o toktok o tingting nogut, yupla imas ripotem behainim pasin blo ripot insait lo ples wok blo y
5. Ol humanitarian wokmanmeri imas kamapim gudpla wok ples we ino gat pasin or toktok na tingting nogut. Na tu bai ino inap hamamasim displa ol kain pasin toktok or tingting nogud. Ol wokmanmeri imas oltaim showim kamap gutpla pasin long ples wok. Ol lida manmeri imas kamapim rot blong wok long lelivim na strongim displa wok bilong kamapim gutpla pasin, tingting na toktok long ples wok.



3.1. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. This conduct will create an intimidating, hostile, unsafe or offensive work environment and can impact negatively of staff's work. Sexual harassment may occur in the workplace or in connection with work. Sexual harassment can take the form of words, gestures or actions, and also includes electronic messages.

Sexual harassment can take the form of words, gestures or actions, and also includes **emails, txt messages or social media messaging.**

Sexual harassment causes offence, humiliation, pain and creates an intimidating, hostile and offensive work environment.

The UN strictly prohibits sexual harassment. Everyone in a UN working environment must be treated with dignity and respect and UN staff should be aware of their role and responsibilities in maintaining a workplace free of sexual harassment.


UN policy prohibits sexual harassment that occurs both in the workplace and in connection with work, which could be outside the workplace and outside working hours, such as during official travel or social functions related to work.


The UN prohibits any unwelcome sexual conduct in a work environment – and it is the victim who decides what is unwelcome. Unwelcome does not necessarily imply that threat or force is used. Sexual conduct can still be unwelcome if a victim complies with a sexual request or demand, as she may only be complying through fear or vulnerability. The offender may be a colleague, including a supervisor, a peer or a subordinate. It is a serious offence when the offender is a senior official or supervisor. In these instances, due to the victim's position of vulnerability or having less power, sexual harassment may also constitute sexual exploitation or abuse.


3.2. EXAMPLES OF SEXUAL HARASSMENT:


 <p>A UN member of staff is standing close to his colleague, puts his hand on her shoulder and starts giving her an unwelcome massage.</p>	 <p>A UN member of staff sends an email with a pornographic attachment to his colleague.</p>
 <p>During a work trip, a UN member of staff indecently exposes himself to a colleague in the corridor of their accommodation.</p>	 <p>During a coffee break at the office, a UN member of staff makes an explicit sexual gesture at the office cleaner.</p>
 <p>A UN member of staff sends sexual messages to his or her colleague through social media.</p>	 <p>A compound guard contracted by the UN shouts sexual insults at a person walking by.</p>
 <p>A UN member of staff at a workshop with civil society partners makes sexual jokes.</p>	 <p>A UN member of staff asks his assistant out for a beach walk at night on a daily basis and specifically suggests a location known for where young couples having sex.</p>


3.3. KEY MESSAGES ON SEXUAL HARASSMENT


 **Prevention first:**
Sexual harassment takes many forms, from inappropriate jokes to rape and attempted rape. Sexual harassment constitutes an act of misconduct and every organisation should take action to prevent it.


 **It can happen anywhere:**
Sexual harassment may occur outside the workplace as well as inside, during and outside office hours

 **There must be consequences:**
All organisations need policies and processes to ensure that victims are supported and perpetrators face consequences.

 **Support for victims:**
The victim has the right to support and assistance that is provided in a timely, sensitive, confidential and impartial manner.

 **Victims first:**
The victim's rights, needs and preferences should be central in any process and in support services.

 **Be aware of your behaviour:**
Employees should treat all colleagues with courtesy and respect, be aware of how their own behaviour may be perceived and take action where appropriate.

 **Romantic relationships at work:**
Work colleagues can become romantically involved. Supervisors and subordinates should not have romantic relationships because of the power imbalance between the two. Romantic relationships between colleagues can affect professionalism and have a detrimental impact on work and performance, especially if feelings of love or jealousy get in the way.

4. IMPACT ON SURVIVORS

Sexual misconduct harms victims physically, emotionally, psychologically and socially



Physical harm: Bruising and other injuries, problems with reproductive health, unwanted pregnancy, unsafe abortion, sexual dysfunction, HIV and other sexually transmitted infections.



Emotional and psychological harm: Feelings of shame and guilt, poor self-esteem, anxiety, depression, suicidal behaviour and self-harm, post-traumatic stress disorder.



Social harm: In many countries, there are strict social norms about how people are expected to behave. When sexual exploitation and abuse occurs, families and communities may punish victims for having violated these social norms. Victims may be beaten by their families, forced to leave home, or lose their family's financial support. Victims may be ostracized by their communities, and a child born as a result of sexual exploitation and abuse may face life-long disadvantage and discrimination.

5. PREVENTING SEXUAL EXPLOITATION AND ABUSE

How can we prevent sexual misconduct?

Prevention is everyone's responsibility. We all have a role to play – at a minimum we must all be informed and aware of our UN responsibilities and the rules of conduct. UN staff should help to create a safe environment which prevents sexual exploitation and abuse from ever taking place.

Here are some of the ways UN agencies prevent sexual misconduct from taking place:



Background checks when hiring new staff and using the 'clear check' system



Dedicated focal points on protection against sexual exploitation and abuse in each UN agency



Annual all-UN staff refresher training on sexual misconduct



Mandatory induction e-learning course on sexual exploitation and abuse for new staff



Capacity assessment for all UN implementing partner organisations on protection against sexual exploitation and abuse



Sexual misconduct training for implementing partners



6. RESPONSE

6.1. WITNESSING SEXUAL MISCONDUCT + MANDATORY REPORTING

If you witness or become aware of any sexual exploitation and abuse **by UN staff in any agency**, you must report it immediately. If you are not sure whether something is sexual misconduct, you should report it anyway.

You can make an anonymous report, it will be assessed and may lead to an investigation. However, anonymous allegations are more difficult to investigate, so if you choose to remain anonymous, please provide as much detail as possible.

Staff Regulations and Rules of the United Nations staff basic rights and obligations of staff

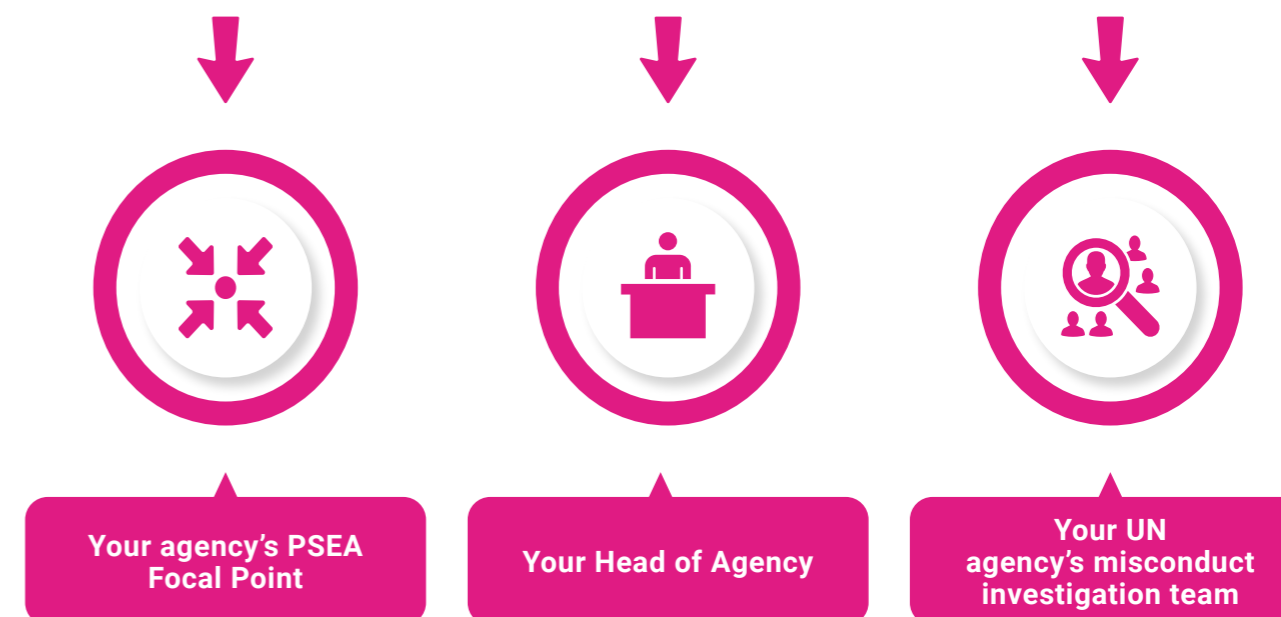
Rule 1.2 (c) Staff members have the duty to report any breach of the Organization's regulations and rules to the officials whose responsibility it is to take appropriate action and to cooperate with duly authorized audits and investigations. Staff members shall not be retaliated against for complying with these duties



6.2. REPORTING MISCONDUCT (FORMAL REPORTING)

A formal report is needed for all cases of sexual exploitation and abuse. The complaints and investigations process is handled by a separate investigation team from each UN agency. In the table below you can see how to report against each UN agency.

In PNG, you can report misconduct to: your agency's protection against sexual exploitation and abuse (PSEA) focal point or your head of agency. Or you can report directly to your agency's misconduct complaint mechanism (listed in the table below)



*NB: for UNICEF, only refer cases to their Head of Agency, as per UNICEF internal agency policy.

The person who first receives the report on alleged sexual misconduct will record the information, provide immediate support to the victim and inform the head of agency of the report as soon as reasonably possible.

Reporting about sexual misconduct is by nature a sensitive matter. It may also be difficult to report concerns about a colleague. **If you are unsure what to do, seek advice from your UN agency's protection against sexual exploitation and abuse focal point.** If you are in fear of retaliation or do not feel safe to inform your agency's focal point or head of agency, you can report directly to the UN Office for Internal Oversight Services. **Anyone can report misconduct by any UN personnel to the UN Office for Internal Oversight Services.**

Don't worry if you are not sure which UN agency the perpetrator works for – the investigation team will send the report to the correct agency.

The Office of Internal Oversight Services (OIOS) is the internal oversight body of the United Nations.

<https://oios.un.org/report-wrongdoing>
hotline +1 212 963-1111
oioshotline@un.org

FAO	Office of the Inspector General By email: Investigations-hotline@fao.org Confidential Hotline: (+ 39) 06 570 52333
UN Women	Office of Internal Oversight hotline +1 212 963-1111 https://oios.un.org/report-wrongdoing oioshotline@un.org
UNDP	Office of Audit and Investigations reportmisconduct@undp.org or use online form: https://secure.ethicspoint.eu/domain/media/en/gui/104807/report.html
IOM	Office of the Inspector General (OIG). https://weareallin.iom.int/ (Complaint form) oigintake@iom.int
UNFPA	The Office of Audit and Investigation Services (OAIS) investigationshotline@unfpa.org +1 (212) 297 5200
ILO	investigations@ilo.org
UNCDF	Office of Audit and Investigations (Same as UNDP) Email: reportmisconduct@undp.org Or use online form: https://secure.ethicspoint.eu/domain/media/en/gui/104807/report.html
UNOPS	The Internal Audit and Investigation Group (IAIG) investigations@unops.org report online form: https://secure.ethicspoint.eu/domain/media/en/gui/105317/index.html
UNDSS	Office of Internal Oversight hotline +1 212 963-1111 https://oios.un.org/report-wrongdoing oioshotline@un.org
WHO	ethicsoffice@who.int or use online form: https://www.who.int/about/ethics/integrity-hotline +44 1249661808
RCO	Office of Internal Oversight hotline +1 212 963-1111 https://oios.un.org/report-wrongdoing oioshotline@un.org
UNICEF	Office of Internal Audit and Investigations (OIAI) integrity1@unicef.org
OHCHR	online reporting form: https://oios.un.org/page?slug=reporting-wrongdoing.15

When reporting sexual misconduct, remember to include as much information as possible. You are encouraged to make a report even if you do not know the identity of the victim/s or perpetrator or agency involved. Even if you have limited information, it is still important to report this.

HELPFUL INFORMATION TO INCLUDE WHEN YOU ARE MAKING A REPORT

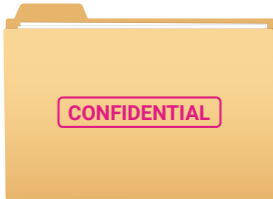
- 1 The name and job title of the person you suspect of misconduct (the perpetrator)
.....
.....
- 2 The name of the victim and of any witnesses
.....
.....
- 3 Where and when the misconduct occurred (it may be more than once and in different locations)
.....
.....
- 4 What happened?
.....
.....
- 5 Any supporting evidence (photos, emails, medical report)
.....
.....

CONFIDENTIALITY

Remember that the identity of the person making the complaint and/or the victim should not be shared publicly. The victim's identity should be kept confidential at all times, especially from the person who the allegation is against.

There will be no retaliation or backlash against the person who reported the violation of the rules or against the victim. The UN has a whistle-blower protection policy, which applies to all staff, interns, volunteers, individual contractors and consultants. The policy has been set up to make sure UN staff feel safe and secure enough to report any concern regarding sexual misconduct, including cases involving senior officials.

It may be difficult to make a report against a colleague, particularly someone in your agency. However, you should never cover up a case of sexual exploitation and abuse or avoid reporting it. If you do not report it, you are also guilty of misconduct. Keeping safe the people who benefit from UN programmes and upholding integrity of the UN is more important than protecting our colleagues.



INVESTIGATION

You should never try to investigate a claim of sexual exploitation and abuse. This could put the survivor, witnesses or yourself in danger. If you witness sexual exploitation and abuse, you should send your report and evidence to the UN Office for Internal Oversight Services or the relevant investigation team in your agency.

Investigations are handled by the internal investigation's unit of the UN agency which the complaint works for. These teams have expert investigators who are trained to speak to victims and assess the evidence. If necessary, they use translators to speak with the individuals making the complaint and update them on the outcome.






6.3. INFORMAL RESOLUTION (SEXUAL HARASSMENT)

An informal resolution is not an option for alleged cases of sexual exploitation and abuse – these cases are always reported formally.

However, staff members who have experienced sexual harassment can opt for an informal resolution. If you have experienced sexual harassment, you should only agree to this if you feel safe to choose this process rather than formal resolution.

If the sexual harassment claim cannot be resolved informally, they could proceed to a formal complaint.

Informal processes to resolve complaints of sexual harassment include:

-  Asking a colleague/superior/manager to be present during a meeting between you and the person who has harassed you, in which you explain that their conduct is unwelcome or makes you feel uncomfortable, and ask that they change these behaviours.
-  Asking your Human Resources team or Head of Office for guidance and support.
-  Contacting a UN counsellor to request advice on how to approach the informal resolution
-  Consulting the Office of the Ombudsman of your UN Agency, which provides assistance to both victims/survivors and their managers in examining the various options in the dispute resolution process. The ombudsman provides support and mediation.
-  Speaking directly to the person who has harassed you, as they may not understand that they are being offensive and, if asked, may change their behaviour.

Remember that the person experiencing harassment should decide whether an informal resolution is right for them. They should not be pressured to do this. A manager should not try to influence their decision or attempt to handle the matter without the victim's consent. The victim's rights, needs and preferences should be central in any process.

It is important to remember that the purpose of an **informal resolutions is not to put in place disciplinary or penalty measures.** The purpose is to educate the accused staff member and encourage them to change their behaviour.

6.4 PROVIDING SUPPORT TO SURVIVORS AND CHILDREN WHO HAVE EXPERIENCED SEXUAL EXPLOITATION OR ABUSE

All UN staff, as well as implementing partners, have a responsibility to report sexual exploitation and abuse when they are informed about it. If a survivor discloses an incident of sexual exploitation and abuse, they should have confidence in the UN to respond to this in the safest possible way.

If someone reports sexual misconduct to you, your role is to provide a listening ear, free of judgement, to provide accurate information on available services and to let survivors make their own choices. Survivors have different needs, so the key is listening and ensuring they are the ones making all decisions, while you provide accurate information. You also need to support survivors to make a formal complaint to the UN investigations office. You can help them to do this or make the report on their behalf. If survivors do not consent to sharing their identity, you must make the report anonymous.

Putting the needs of survivors first is key when talking to them. The following principles must be applied: confidentiality, non-discrimination, respect and safety.

WHAT SHOULD I SAY TO A SURVIVOR?

"I'm sorry this happened to you. It wasn't your fault."

"You're not alone."

"Do you feel safe and comfortable speaking here or would you rather go somewhere else?"

"Please share whatever you want to share. There is no pressure to say anything you do not feel comfortable saying."

"I will keep your identity anonymous if you need me to"

"I will try to support you as much as I can but I am not a counsellor "

If you are not sure how best to support a survivor who has told you about their experience of abuse, you should contact your PSEA focal point immediately to provide this support.



Ask the survivor if they need specialised support such as counselling, SGBV case management, shelter, medical attention and ensure that they can safely access these services in their location. (A service directory is attached in an Annex to this resource guide). Always remember to ask for permission from the survivor before pursuing any action or referring them to a support service. When you end the conversation with a survivor, do so supportively.

Children and adolescents are the most vulnerable to sexual exploitation and abuse and must be given special consideration. UN staff and partners will use child-sensitive approaches according to the principles of the Convention on the Rights of the Child.

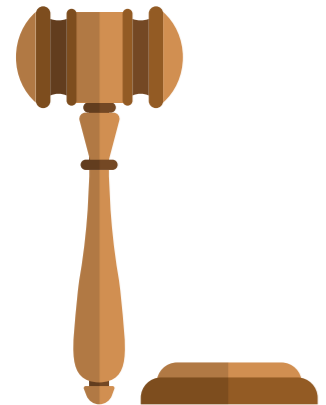
Your role when listening to a child survivor of sexual exploitation and abuse is to listen to and comfort the child; link them to an adult they trust; share information on available services; refer them to appropriate services that deal with gender-based violence and child protection, if those services are available)

6.5. CONSEQUENCE OF MISCONDUCT BY UN STAFF

The UN takes sexual misconduct very seriously. UN staff perpetrating sexual misconduct are very likely to experience severe consequences. Confirmed allegations of sexual misconduct will lead to:

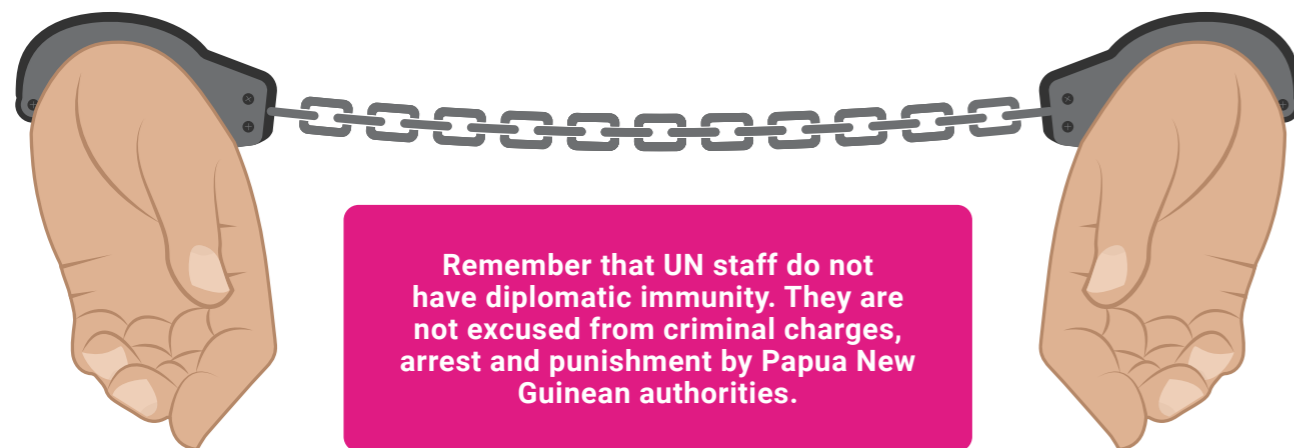
-  Administrative measures, such as an oral or written reprimand, reassignment and/or change of duties, as well as administrative leave with or without pay
-  Managerial action, such as an oral or written caution, warning or advisory communication, training, coaching and/or referral of the staff member to the staff counsellor

Disciplinary measures that can be applied as the outcome of a disciplinary process, which include:

- 
- Written censure
 - Loss of one or more steps in grade
 - Deferment, for a specified period, of eligibility for salary increment
 - Suspension without pay for a specified period
 - A fine
 - Sexual misconduct training for implementing partners
 - Mandatory induction e-learning course on sexual exploitation and abuse for new staff
 - Capacity assessment for all UN implementing partner organisations on protection against sexual exploitation and abuse
 - Demotion with deferment, for a specified period, of eligibility for consideration for promotion

If a UN investigation of alleged sexual exploitation, abuse or harassment establishes credible allegations of criminal conduct, the UN in PNG may, upon consultation with the United Nations Office of Legal Affairs, refer the matter to national authorities for possible criminal procedures.

A victim/survivor, as well as any witnesses, can always report the crime directly to the police or prosecutor authorities.










7. UN IMPLEMENTING PARTNERS

The United Nations partners with many civil society organisations and stakeholders to deliver its programs and mandate in Papua New Guinea. **It is important to note that the UN is also responsible for Sexual Exploitation and Abuse cases which occur by our implementing partners, their staff, contractors, and volunteers.**

To ensure adequate prevention and safeguard of exploitation and abuse of Implementing Partners, all UN Agencies abide by **the United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners (2018).**

The following key actions must be taken by UN Agencies with their implementing partners:

-  The UN does not partner with organisations that fail to address sexual exploitation and abuse through preventive measures, investigation, and corrective action.
-  UN Agencies must carry out an appropriate screening process before entering into a partner agreement with any organisation.
-  The UN Agency must always inform a new implementing partner of the standards of conduct on PSEA (in accordance with the SG Bulletin 2003/13). A copy of the UN Agencies Sexual Exploitation and Abuse policy must be provided to the partner.
-  UN Agencies must assess the capacity of new implementation partners to prevent and respond to Sexual Exploitation and Abuse. They must provide capacity building support such as training for partner personal, awareness raising tools, field monitoring visits.
-  The UN Agency should inform all implementing partners of the UN mandatory reporting rule of Sexual Exploitation and Abuse allegations which applies to all partners and their staff, volunteers, and contractors.
-  It is the responsibility of implementing partner to report allegations of Sexual Exploitation and Abuse to the UN partner entity, as part of this reporting obligation.
-  A UN Agency has the right to investigate allegations involving implementing partners and its associated personnel. Where the investigation is not conducted by a UN agency directly, the UN partner organisation will monitor to determine whether the implementing partner has taken appropriate investigative or corrective action.



8.1. THE UNCT PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE TASKFORCE

The UN in PNG established a Protection From Sexual Exploitation and Abuse (PSEA) taskforce in 2020. It includes a PSEA focal point for protection from each of the 14 agencies operating in PNG. The purpose of this taskforce is to serve as the UN country team body for coordination and oversight on protection from sexual exploitation and abuse by UN and partner staff.

The taskforce is led by the PSEA Coordinator who provides oversight of the taskforce and guides the collective PSEA activities. The PSEA Coordinator ensures the outcomes of the UNCT annual Action Plan on PSEA are fulfilled. The PSEA Coordinator is recommended on an annual basis by the taskforce and approved by the UNCT.

The taskforce and PSEA focal points work to prevent sexual misconduct by strengthening accountability, complaints procedures and staff conduct protocols. The taskforce provides training and raises awareness on protection from sexual exploitation and abuse among all staff and partner organisations.

The Terms of Reference (TOR) for the PSEA Foca Point role are included in the Annex of this document.



LIST OF UN AGENCY PSEA FOCAL POINTS

Focal Point Name	Agency	Email Address
1 Mirriam Mondia	FAO	mirriam.mondia@fao.org
2 Nigel Baro (alternative FP)		nigel.baro@fao.org
2 Thomas Kugam	ILO	kugam@ilo.org
3 Enid Kantha	IOM	Ekantha@iom.int
4 Josephine Mann	OHCHR	jmann@ohchr.org
5 Lillian Siris	RCO	lillian.siris@one.un.org
6 Constance Lahui	UN Women	constance.lahui@unwomen.org
7 Carolina NYAMAYEMOMBE		c.nyamayemombe@unwomen.org
8 David Bridger	UNAIDS	bridgerd@unaids.org
9 Delilah Reu	UNCDF	delilah.reu@uncdf.org
10 Jagdeep Dahiya		jagdeep.dahiya@uncdf.org
11 Julie Bukikun	UNDP	julie.bukikun@undp.org
12 Gretel Orake		gretel.orake@undp.org
13 Viliame Seruvakula	UNDSS	viliame.seruvakula@un.org
14 Dr. Titilola Duro-Aino	UNFPA	duro-aino@unfpa.org
15 Pamela Paul		ppaul@unfpa.org
16 Marianna Garofalo	UNICEF	mgarofalo@unicef.org
17 Hennie Kama		hkama@unicef.org
18 Stephanie Laryea		slaryea@unicef.org
19 Eda Kraja	UNOPS	edak@unops.org
20 Mads Salva	WHO	salvam@who.int
21 Jessica Yaipupu		yaipupuj@who.int



9. ANNEX

9.1 SERVICE DIRECTORY FOR VICTIM SUPPORT IN PNG

SUPPORT SERVICES FOR SURVIVORS OF SEXUAL EXPLOITATION AND ABUSE

Province	Service Name	Services
NCD		Provincial Child Protection Officer
CENTRAL		Provincial Child Protection Officer
MILNE BAY		Provincial Child Protection Officer
ORO		Provincial Child Protection Officer
GULF		Provincial Child Protection Officer
WESTERN		Provincial Child Protection Officer
East Sepik (ES)		Provincial Child Protection Officer
West sepik (WS)		Provincial Child Protection Officer
MADANG		Provincial Child Protection Officer
MOROBE		Provincial Child Protection Officer
EHP		Provincial Child Protection Officer
SIMBU		Provincial Child Protection Officer



Location	Contact person	Contact number
	Otto Trur	70266390 ottotur.dfc@gmail.com
	Gabriel John	7041 6838 gjohn@gopng.gov.pg
	Alfred Kidilon	alfred.kidilon@milinebay.gov.pg
	Kathy Magiodi	7227 7647 katiemagioudi@gmail.com
	David Pane	7813 1964 thompson.davidpane@gmail.com
	Mavis Tabua	7233 2799 tabuamavis@gmail.com
	Diana Kaumas	72043851 cdvelopment04@gmail.com
	Diane Tumku	7343 1850 dtumku1@gmail.com
	Jubilee Dulau	7052 2945 jubileedulau@gmail.com
	Emily Boski	7134 3733 emiliamboski@gmail.com
	Siviri Lalave	7914 1602 slalave22@gmail.com
	Katrina Aiwa	7183 6258 katrinaawai@gmail.com

Province	Service Name	Services
JIWAKA		Provincial Child Protection Officer
WHP		Provincial Child Protection Officer
SHP		Provincial Child Protection Officer
ENGA		Provincial Child Protection Officer
HELA		Provincial Child Protection Officer
MANUS		Provincial Child Protection Officer
NI		Provincial Child Protection Officer
ENB		Provincial Child Protection Officer
WNB		Provincial Child Protection Officer
Bougainville		Provincial Child Protection Officer
Nationwide	1-Tok Kaunselin Helpim Lain	free, confidential counselling service and information provision for survivors
NCD	Family Support Centre	medical, counselling, STI clinic, family planning
NCD	Meri Seif Line (G4S)	24hr transport for survivors to police/safe house
NCD	Boroko Family and Sexual Violence Unit	family sexual violence unit, police

Location	Contact person	Contact number
	Nancy Kakaboi	7033 0570 nancykakaboi@gmail.com
	Peter Nepil	7113 6230 pngchildpreotctionofficehagen@gmail.com
	Maris Sapunai	7959 6621
	Jackson John	7335 1875 j.jonah6547@gmail.com
	Arnold Andali	7146 7555 adalir598@gmail.com
	Yvonne Mandrakamu	7482 2373 whyem2706@gmail.com
	Moge Waulas	78876276
	Philip Kuamin	70219230 phil.kuamin@gmail.com
	Philbert Vitata	7382 5273 pvitta@gmail.com
	Desmond Ponpon	7310 6678 desmon.ponpon@gmail.com
		7150 8000
Port Moresby General Hospital	Tessie Soi	324 8246/ 324 8245/ 768 33811
		7222 1234
Boroko	Delilah Sandeka	

Province	Service Name	Services
NCD	Boroko Police 24hr emergency response line	Emergency Police Response phone line
NCD	Femili PNG	GBV Case management, Counselling
NCD	Morata Clinic	Counseling, VCT, STI clinic
NCD	Gordons Clinic	ART, Counseling, VCT, STI Clinic
	PNG Womens Childrens Rights Centre (WCRC)	Legal
NCD	City Mission Safe House	Safehouse, child protection, counselling, legal
NCD	Haus Ruth	Counselling, safe house, legal
NCD	City Mission Family Crisis Support Centre	Counselling, child protection Legal
NCD	Life Line	Counselling, safe house, legal, child protection, welfare
NCD	Salvation Army Clinic	Counselling, ART, VCT, STI clinic
NCD	House of Hope	counselling ,legal, safe house
NCD	Living Light Meri Safe house	safehouse
NCD	Oxfam Repatriation Program	repatriation
NCD	Susu Mamas INC	Counselling, family planning, STI, VCT

Location	Contact person	Contact number
NCD		324 4331/ 3244329
Datec Building (Gordons)	Josie Kikoli/ Freda Engk	325 1013/ 7236 8769
Morata		
Gordons	Sr. Edna Ratu	7581 3732 zennieratu@gmail.com
Gabaka Gordons (Island Breeze Building)	Pauline Gena	7126 3180
Port Moresby	Stella Navaru	320 0166/ 320 0606 citymissionpng@gmail.com
Port Moresby	Karen (Social Worker), Monica Richards (manager)	320 3375, 341 3504, 341 3608 hausruth@gmail.com
Matiligo Street, Koki	Dorothy Koch	320 0166, 320 0607, 323 3727, 7138 2543
	Mary Njeri, Christine Wamala (Safe house caretaker)	326 1680, 326 1177, 7122 2904, 7648 0317, 7550 3340, 7110 4473
Koki	Serah Sania	7541 6259
	Major Ridia Nenewa, Guannah Kihi (GBV Coordinator)	7227 2480, 7139 5086, 7194 1738
Kaugere	Rose Marai (GBV Coordinator)	7319 3156
tropicana compound, Gordons	Marinta Ove	323 1058, 323 3853, marintao@oxfam.org.au
Maternity Wing, POM general hospital	Dulcie Wilford, Master Jeddy	325 2538, 7106 4192, 7200 6262, pomadmin@susumamas.org.pg

Province	Service Name	Services
NCD	St Johns Ambulance Emergency	Medical emergency transportation and assistance
	PIC Counselling Services	counselling
NCD	Marie Stopes Hotline	phone line information about sexual and reproductive health
ABG	FSVU Police	family sexual violence unit, police
ABG	Family Support Centre	counselling, STI, PEP, Medical, family planning
	Nazareth Centre for Rehabilitation	Counselling, legal, safehouse, mens hub
ABG	Arawa Family Support Centre	fsc, medical, counselling, family planning, STI, PEP
ABG	Central bougainville FSVU	family sexual violence unit, police
ABG	Marie Stopes Centre	counselling, family planning, STI clinic
Central	Kairuku Health Centre	counselling, family planning
Central	Dom-Ina Children and Womens Support Centre	Safe house, counselling
Central	Kupiano health centre	Medical, VCT, STI Clinic, family planning
Central	Hula Clinic	counselling, VCT
Central	Kwikila Police station	policing
Chimbu	Kup Women for Peace	Counselling, Legal, Child Protection, Welfare
Chimbu	Family Support Centre, Kundiawa	GBV and sexual assault response services, prophylaxis, counselling

Location	Contact person	Contact number
POM		111, 7111 1234
ADF hause, Ela Beach	Dinah D. Paki	75488 0211/ 7608 3547 counsellingservicesPNG@gmail.com
		1200
Buka		7335 9488
Buka hospital	Essah Barnabas	973 9166
Buka, Arawa, Buin, Chabai	Sister Lorraine Garasu	7994 0248, 7916 0882, titusagnes@gmail.com
Arawa	Peter Harvey, tracey Cheo	7211 4145/ 7140 7496
Arawa, Kieta	Constable Lynette Bomai	7272 2782
CSJ Building, Buka	Claire Jeraha	7960 9763/ 7237/ 0413
Kairuku District	Diana Pololi	7388 5853
DomVillage, Abau District	Bonita Oa	7180 9614
Kupiano station, Abau district	Lavinia Francis	7531 9387
Hula, rigo district		329 3026
Kwikila, Rigo District	Ruth Rondoke	329 5022, 7018 3024
kerowagi district office	Angela Appa, Agnes Sil	7259788/ 72404512
kundiawa general hospital	Jean Kupo (Social Worker) Julie Bugo (Counsellor)	7300 3320 (Jean) 7187 0276 (Julie)

Province	Service Name	Services
Chimbu	Stella Marie Safe House (Franciscan Sisters)	Child Protection, Safe House, Repatriation
Chimbu	Family Support Centre, Kerowagi	GBV and sexual assault response services, prophylaxis, counselling
Chimbu	Nana Kundi Crisis Centre	
Chimbu	highlands human rights defenders network	safe house and support
EHP	Family Support Centre, Goroka	GBV and sexual assault response services, prophylaxis, counselling
EHP	Meri Safe Haus	Safe House/Counselling
EHP	Four Square Church - Meri Safe House	Safe House/Counselling
EHP	Kafe Urban Settler's Womens Association	Counselling, legal, case management, child protection, repatriation, temporary accomodation, welfare
EHP	Marie Stopes Centre	counselling, family planning, STI clinic
EHP	Eastern Highlands Family Voice	Counseling, Child Protection, Case Coordination
ENB	Family Support Centre-Nonga Hospital	GBV and sexual assault response services, prophylaxis, counselling
ENB	East New Britain Meri Seif Haus (Couppe House)	counselling, safe house

Location	Contact person	Contact number
	Sister Schollastica	
Kerowagi	Lyna Gene (Director)	7312 7902
Chimbu	Lawrence Igiam/ Rosemary Anikata	7298 8037 (Lawrence) 7272 5334 (Rosemary)
Kundiawa, Simbu	Mary Kini	7262 3603
Goroka base hospital	Goim Junduo (Coordinator)	7344 3817 / 726 13733 goimkumgi@gmail.com
	Magarita Grace Daniel (Executive Director)	7102 4776
	Ejampi Suave, Susanne	7350 8363 (Susanne) suzanne.miracle@gmail.com
Goroka town	John Ericho, Luania Kiroro	523 3084/ 532 3085/ 7458 2253 ehfamilyvoice2000@gmail.com
	Kolleen Koti	7016 6984/ 7377 34211 kollie.koti@mariestopes.org.pg
Goroka town	John Ericho	532 3084, 532 3085
Rabaul	Veronica Marfu	7111 8231
Kokopo	Sr. Wilhelmina Sundu, Sr. Gerarda Kaliop, Sr. Serah Malaivuye, Sr. Kostka Tutuo	982 8310

Province	Service Name	Services
ENB	Kokopo Family Sexual Violence Unit	counselling, family planning
ENB	Rabaul Police Station and FSVU	policing, FSVU
ENB	Grace counselling entre	counselling, safe house
ENB	Kerevat Police Station, FSVU	policing, FSVU
ES	St Anna Crises Centre	Counselling
ES	Wewak Police Station and FSVU	policing, FSVU
ES	Wewak Family Support Centre	FSC, Medical, Counselling, Family Planning
ES	Family for Change	Child Protection, Safe House, welfare, crisis counselling, legal support
ES	Nana Kundi Crisis Centre	Child Protection/Welfare/Safe House/Legal
Enga	Family Support Centre (FSC)	GBV and sexual assault response services, prophylaxis, counselling
Enga	Wabag Police Station	policing
Enga	Akali Tange Association	Counselling, child protection, welfare
Enga	Porgera Resident Women's Association	counselling

Location	Contact person	Contact number
Kokopo	Edina Timmie (Senior Constable), Sylvia (FSVU), Otto Morombo (SOS)	7131 75720, 7384 2274
Rabaul	Doreen Kayver (OIC) Dorcas Marnakat (OIC FSVU), Stella Kaugla (FSVU), Jennifer Takuru (FSVU)	7172 2202 (Darren), 7336 4615 (Dorcas), 7255 1837 (Stella), 7289 8402 (Jennifer)
Kokopo	Ruby Matane	7283 9722, 7058 5827, 7752 2262
Kerevat	Jenny	7358 1774, 7398 5122 momondijenny@gmail.com
Wosara District	Anna Kimbange	7132 5060
Wewak	Mr David Bandi Sergeant, Senior Constable Lynne Sailan,	7103 0345
		458 1387, 7295 8633
Wewak	Veronica Simogun	7141 8913
Wewak	Lawrence IgiamRosemary Anikata	7298 8037 (Lawrence) 7272 5334 (Rosemary)
Wabag	Clare Lembo, FSC Unit Manager / Sr Betty Wetao	7296 6532 / 79241720 / 71437570
Wabag	Constable JEan Ponga	5471022
Wabag	Lesly Kesa, Penny Tarakali	71583149, 7297 4266, 7394 8806
Porgera	Martha Aino	7248 9634

Province	Service Name	Services
Gulf	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Gulf	Kerema Family Sexual Violence Unit	policing and FSVU
Hela	Hela Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Hela	Tari Family Sexual Violence Unit	policing and FSVU
Hela	Susu Mamas INC	
Jiwaka	FSVU Minji	GBV and sexual assault response services, prophylaxis, counselling
Jiwaka	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Jiwaka	Voice for change	Counselling, Legal
Jiwaka	Maria Kwin Senta - Shalom Care Centre	ART, VCT, Counselling, STI Clinic
Madang	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Madang	Madang Family and Sexual Violence Centre	policing and FSVU
Madang	Alexishafen Haus of Hope	Safe hous, counselling
Madang	City Mission Safe Haus	Safe house, repatriation
Milne Bay	Kedu Safe Haus	Safe hous, counselling
Milne Bay	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Milne Bay	Alotou Family and Sexual Violence Unit	policing and FSVU

Location	Contact person	Contact number
Kerema	Mrs Christine Furugi, Acting GESI Officer	648 1207 / 648 1190
Kerema	Constable Donold Tapeneta	70668563
Tari	Clare Lembo, FSC Unit Manager	7296 6532
Tari	Sargeant Alice Arigo	7283 6187
Tari	Roselyn Funumari	7382 4010/7200 6262
	Wendy Kosi (Coordinator)	7082 3846 (Wendy)
	Agnes Kerry, Wendy Kosi (Clinic)	542 0948 kerryagnes9@gmail.com
South Waghi, Jiwaka	Lilly Besoer	7982 6142. 7003 6017
Banz Town	Sr. Regina Marie	7254 8147
Modilon General Hospital	Robyn Borasiki	73361039
Madang	Senior Constable Bill Mohe	71461503
Madang	Sister Thecla Gamog	7196 5476
	Ps. Kirt Toiche & Ps. Genise Toiche	7482221
Alotou	Deedee Niupuega	7141 5428/7224 7043
Alotau General Hospital	Edna Tounokon	7126 1631
Alotou	PWC Nesain Wilabat	7114 1391

Province	Service Name	Services
Milne Bay	Milne Bay Counselling services	counselling, legal support
Milne Bay	Star of Hope Centre	Counselling, VCT, ART, Child Protection, Care and Counselling
Milne Bay	Sexual Offence Squad	
Morobe	Family Support Centre, Lae	GBV and sexual assault response services, prophylaxis, counselling
Morobe	Lae Family Sexual Violence Unit	policing and FSVU
Morobe	Femili PNG	case management, legal, repatriation
Morobe	Marie Stopes Centre	counselling, family planning, STI clinic
Morobe	Angau Memorial Hospital	social work and GBV cases
Morobe	City Mission	GBV Case management
Morobe	Bulolo Family Sexual Violence Unit	policing and FSVU
Morobe	Meri Safe House	safe house, counselling ,child protection
Morobe	Haus Clare Crisis Centre	safe house
NI	Kavieng Family Sexual Violence Unit	policing and FSVU
NI	Lihir Family and Sexual Violence Unit	policing and FSVU
NI	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling

Location	Contact person	Contact number
Alotou	Mrs Seta	641 0918
Garuboi street, town	Gloria Nou	641 0167
Alotou	Constable Sheila James	7932 5420
lae	Sr. Anastasia Wakon (Coordinator), Sr.Kasa	7349 1914 / 7390 0007 wakonanastasia@gmail.com
Lae	Sergeant Ruth Murup	7034 2957 rmurup@rpngc.gov.pg
Lae	Daisy Plena	7274 6258 info@femilipng.org
Lae	Jeremy Mulung	7960 9763 jeremy.mulung@mariestopes.org.pg
Lae	Wondon Yanon - Social Worker	7067 9848
lae	Freda Mandang-counsellor	7289 6575
lae	Senior Constable Cathy Guza	7274 6161
lae	Louis Sakene	472 4370
lae	Miriam Mamori (Coordinator)	7030 0855 miriammamori@gmail.com
Kavieng	Sergeant Jodie Rosenwieg	7298 3619
Lihir Island	Vagi Hemetsberger	7364 7381
Kavieng	Sister Bun	7074 3140

Province	Service Name	Services
NI	Lihir Meri Development Senta Association	Counselling
Oro	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
Oro	Popondetta Family Sexual Violence Unit	policing and FSVU
Oro	Anglicare Centre	VCT, ART, Counselling, Family Planning, STI Clinic
SHP	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
SHP	Mendi Police Station & FSVU	policing and FSVU
SHP	St Francis Care Centre	GBV, Sorcery, sexual violence and child abuse support
WHP	Family Support Centre (and Well Women's Clinic)	GBV and sexual assault response services, prophylaxis, counselling
WHP	Susu Mamas PNG	treatment and referral, counselling
WHP	Mt Hagen Family Sexual Violence Unit	policing and FSVU
WHP	Mubalu Women of Hope Federation	counselling
WHP	Anglicare Centre	counselling, safe house, ART, VCT, STI clinic
Western	South Fly Family and Sexual Violence Unit	policing and FSVU
Western	Good Samaritan Care and Counselling Centre	Safe house, counselling STI clinic

Location	Contact person	Contact number
Lihir Island	Rose Toelinkanut	7120 2991
Popondetta General Hospital		629 7741
Popondetta	Sergeant Roma Bogajiwai, Senior Constable Betty Kanari (FSVU)	330 7122, 629 7122, 629 7333, 7337 7024
Ururu, Popondetta	Micheal Ambo	6297 749,
Mendi	Mary Balupa, Julie Sakol	7028 5933, Personal: 7006 2475
Mendi	Senior Constable Elisha Walaget,	7057 3273
Mendi	David Kuna	7330 2542 davidkuna69@yahoo.com
Mt Hagen	Edith Namba, Rose Leslie, Nancy Charles	542 2127 / 542 1166
Mt Hagen	Teresita Waki	7200 6262/542 0948
Mt Hagen	Senior Constable Betty Ohuno (FSVU), Senior Constable Christine Sombe (SOS)	7036 6125, 7187 2660
Mul-Baiyer District	Josephine Awaisa	7926 2971, 7181 2968
Mt Hagen	Ruben Fuapo	7228 1817
Tabubil	Sergeant Gegai Pauls	7316 2352
Kiunga		649 1235

Province	Service Name	Services
Western	Daru FSVU	policing and FSVU, temporary shelter for survivors
Western	Rumginae Hospital	medical, STI, Clinic, VCT,ART
WNB	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
WNB	Talasea Police and FSVU	Policing and FSVU
WS	Family Support Centre	GBV and sexual assault response services, prophylaxis, counselling
WS	Lujan Home for Girls	Counselling, safe house
WS	Vanimo Diocesan Family Life	Counselling, Welfare. Child Protection
WS	Vanimo Family Sexual Violence Unit	Policing and FSVU
WS	FHI 360	Welfare, legal, counselling, child protection
WS	Wok Sambai	Counselling, Safe house, STI Clinic

Location	Contact person	Contact number
Daru	Snr Constable Paul Kunjip, Bridgette Sam, Ruth Sapera	
Ruminginae		649 3400
Kimbe	Stella Robin, Sr. Sophie Girimai	7257 8598 /7968 1484 sgirimai@gmail.com
Kimbe		7200 2267, 7144 1233
Vanimo General Hospital	Francis Petos, Elizabeth Baga	7124 7829 / 7474 6933 francispetos@gmail.com
Vanimo	Sr. Ancilla Humills	7102 0032
Vanimo		857 1224
Vanimo	Ludwig Hoi	7024 4160
Aitape	Adolph Tamalako	7934 1988
	Abraham Omi	7071 1493



9.2. COMPARATIVE TABLE ON UN SEA/SH STANDARDS

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Normative basis – UN policy/rules	ST/SGB/2003/13 programme)	ST/SGB/2019/8 on addressing discrimination, harassment, including SH, and abuse of authority ST/SGB/2008/5 on prohibition of discrimination, harassment, including SH, and abuse of authority (superseded except for SH investigations initiated prior to 10 Sept2019) ST/SGB/2005/20 on the prevention of workplace harassment, SH & abuse of authority (mandatory learning programme)
	ST/SGB/2018/1 Staff Regulations and Rules of the UN (Regulation 1.2 (a) & (b) and Rule 1.2 (e))	
	ST/SGB/2017/2/Rev.1 protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
Definition	[as per ST/SGB/2003/13 section 1 and UN glossary on SEA July 2017] The term “ sexual exploitation ” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “ sexual abuse ” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions It is noted also that [as per ST/SGB/2003/13 section 3]: (b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is	[As per ST/SGB/2019/8] 1.5 Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. 1.6 While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered. 1.7 Sexual harassment is the manifestation of a culture of

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Definition	not a defence; (d) Sexual relationships between United Nations staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the United Nations and are strongly discouraged ;	discrimination and privilege based on unequal gender relations and other power dynamics . Sexual harassment may involve any conduct of a verbal, non-verbal or physical nature, including written and electronic communications. Sexual harassment may occur between persons of the same or different genders, and individuals of any gender can be either the affected individuals or the alleged offenders. Sexual harassment may occur outside the workplace and outside working hours, including during official travel or social functions related to work. Sexual harassment may be perpetrated by any colleague, including a supervisor, a peer or a subordinate. An offender’s status as a supervisor or a senior official may be treated as an aggravating circumstance. Sexual harassment is prohibited under staff rule 1.2 (f) and may also constitute sexual exploitation or abuse under staff rule 1.2 (e) .
Scope of application	[as per ST/SGB/2003/13 section 2 and 6] 2.1 ...staff of the United Nations , including staff of separately administered organs and programmes of the United Nations. 2.2 United Nations forces conducting operations under United Nations command and control 6.1 ... non-United Nations entities or individuals [based on] a written undertaking from those entities or individuals that they accept these standards	[as per ST/SGB/2019/8 section 2] 2.1 Reports of prohibited conduct in the workplace or in connection with work can be submitted by any person and against any person, irrespective of whether such persons have any contractual status with the Organization Actions and remedial measures will depend on the status of the alleged offender – section 2.4 & 2.5 * Note however that the victim may also be a non-UN staff: Code of Conduct to prevent harassment, including sexual harassment, at UN System events applies to all participants at a UN system event, including all persons attending or involved in any capacity in a UN system event.

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Scope of application		[Chief Executives Board (CEB) Task Force on sexual harassment, Nov 2019]
Duty for UN staff to intervene when by-stander (witness or 'impacted individual')	TBC	<p>YES</p> <ul style="list-style-type: none"> ST/SGB/2019/8 section 3.5 Staff member shall <p>(f) Take action if they witness prohibited conduct, provided they feel comfortable doing so and, where possible, after consulting the affected individual (=victim), as well as supporting those impacted, as appropriate and to the best of their ability;</p>
Reporting Duty for UN staff	<p>YES</p> <ul style="list-style-type: none"> ST/SGB/2018/1 Staff Regulations and Rules of the United Nations Staff Rule 1.2 Basic rights and obligations of staff (c) Staff members have the duty to report any breach of the Organization's regulations and rules to the officials whose responsibility it is to take appropriate action and to cooperate with duly authorized audits and investigations. Staff members shall not be retaliated against for complying with these duties. Same rule reiterated in ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process, section 4.1 Mandatory reporting of SEA: ST/SGB/2003/13 section 3.2 <p>(e) Where a United Nations staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not and whether or not within the United Nations system, he or she must report such concerns via established reporting mechanisms;</p>	<p>YES</p> <ul style="list-style-type: none"> ST/SGB/2018/1 Staff Regulations and Rules of the United Nations Staff Rule 1.2 Basic rights and obligations of staff <p>(c) Staff members have the duty to report any breach of the Organization's regulations and rules to the officials whose responsibility it is to take appropriate action and to cooperate with duly authorized audits and investigations. Staff members shall not be retaliated against for complying with these duties.</p> <ul style="list-style-type: none"> Same rule reiterated in ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process, section 4.1 <p>Mandatory reporting of SH: ST/SGB/2019/8, section 3.5</p> <p>Staff member shall [...]</p> <p>(g) Report possible prohibited conduct and cooperate with investigations, audits and reviews.</p>

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Formal reporting	<p>[ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process, section 4.3]</p> <p>Information about unsatisfactory conduct may be brought to the attention of:</p> <ul style="list-style-type: none"> To 'responsible official' [=head of department or office – see section 2.1(v) - for most staff in TL this would be the resident coordinator, or head of UN agency] & copy to UN Office of Internal Oversight Services (OIOS) To OIOS directly (via online standardized incident reporting form https://reportwrongdoing.unov.org/ or email) To OIOS hotline - see https://oios.un.org/report-wrongdoing [ST/SGB/2019/8 section 6.2] <p>Also, ST/AI/2017/1 section 4.2 Information about unsatisfactory conduct may be received from staff members and any other source</p> <p>Also, what matter is to ensure the alleged abuse is reported. The person reporting does not have to specify which category applies (SEA or SH); they just need to report the info [UN SEA FAQ (2010 point 10)]</p>	
Community - based Complaint Mechanism (CBCM)	<p>Adoption of Formal and informal Community-Based Complaint Mechanism (CBCM) in all humanitarian and peace operations to facilitate receipt of SEA allegations made by non-UN (beneficiaries etc) [UN SEA fact sheet dated 20 Feb 2020, Section VI, point 11 13] https://interagencystandingcommittee.org/accountability-affectedpopulations-including-protection-sexual-exploitation-andabuse/documents-50</p> <p>TBC It is understood that TL no longer falls into this regime</p>	N/A
Protection against retaliation (against V, W or whistle-blower)	<p>YES</p> <p>ST/SGB/2017/2/Rev.1 protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations</p>	<p>YES</p> <p>ST/SGB/2017/2/Rev.1 protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations</p> <p>ST/SGB/2019/8 Section 3.3 (j) reiterates head of (UN) entity has to ensure the above</p>

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Interim (precautionary) measures	<p>ST/SGB/2018/1 Staff Regulations and Rules of the United Nations Staff Rule 10.4</p> <p>Administrative leave pending investigation and the disciplinary process</p> <p>ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process</p> <p>section 11.1 Such action is without prejudice to the rights of the staff member and does not constitute a disciplinary measure.</p> <p>Administrative leave with pay</p> <p>Section 11.3 The decision to place a staff member on administrative leave with pay may be made by the authorized official at any time following a report of suspected unsatisfactory conduct and following the authorized official's determination that at least one of the following circumstances is met:</p> <p>(b) Continued service by the staff member would create a risk that the staff member could destroy, conceal or otherwise tamper with potential evidence, or interfere in any way with the investigation or disciplinary process, including by retaliating against individuals protected under ST/SGB/2017/2 or intimidating a witness;</p> <p>(c) The continued presence of the staff member on the Organization's premises or at the duty station could constitute a security or financial risk to the Organization and/or its personnel, or could otherwise prejudice the interests or reputation of the Organization;</p>	<p>ST/SGB/2018/1 Staff Regulations and Rules of the United Nations Staff Rule 10.4</p> <p>Administrative leave pending investigation and the disciplinary process</p> <p>ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process,</p> <p>section 11 and</p> <p>ST/SGB/2019/8 section 6.10 & 6.11: separating P&V</p> <p>Reassigning Perpetrator or Victim, granting unplanned annual leave or special leave for Victim or Perpetrator, admin leave for Perpetrator, temporary changes in reporting lines</p>

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Interim (precautionary) measures	<p>(d) The staff member's continued presence at the office could have a negative impact on the preservation of a harmonious work environment;</p> <p>(e) There is a risk of repetition or continuation of the unsatisfactory conduct.</p> <p>Administrative leave without pay</p> <p>Section 11.4 A staff member may be placed on administrative leave without pay by an authorized official when at least one of the following conditions is met: (a) There are reasonable grounds to believe (probable cause) that the staff member engaged in sexual exploitation and sexual abuse, in which case the placement of the staff member on administrative leave shall be without pay;</p>	
Informal resolution possible	N/A	<p>YES</p> <p>Tailored, voluntary, through intermediary – such as Office of the United Nations Ombudsman and Mediation Services [ST/SGB/2019/8 section 4.10]</p>
Victim Accommodation for work performance	<p>N/A : Not explicitly stated in UN SEA policy. However nothing prevents managers to consider making accommodation for work performance of alleged SEA victims working in the UN office.</p> <p>When Victim is non-UN this is not relevant</p>	<p>ST/SGB/2019/8 section 6.8</p> <p>Accommodations can include new work plan, special leave or other flexible working arrangements. Due regard to confidentiality must be given when communicating accommodations to supervisors or colleagues, as appropriate</p>
Victim	<ul style="list-style-type: none"> UN Victims' Rights Advocate (VRA) and her Office 	<p>ST/SGB/2019/8 section 4 & section 6]</p> <ul style="list-style-type: none"> Supervisor to provide 'timely and sensitive' support

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Sources of Information and confidential advice and support	<p>VRA is developing statement on victim's rights as overarching policy tool for UN personnel and raise awareness of what V should expect from UN and various avenues of redress for SEA [SG report Feb 2019 (A/73/744 para.25)] UN SEA fact sheet dated 20 Feb 2020 Section I point 8]</p> <p>VRA is with inter-agency WG working on harmonized procedure for handling paternity claims [same 2019 SG report para. 24, and UN SEA fact sheet dated 20 Feb 2020 section I point 3]</p> <p>ST/AI/2017/1 Administrative instruction on Unsatisfactory conduct, investigations and the disciplinary process</p> <p>Section 6.9</p> <p>Interviewees in misconduct investigations other than the alleged perpetrator (subject of an investigation) are entitled to presence of a third party if the investigation determines s/he has special needs, for example the victim is a minor</p>	<ul style="list-style-type: none"> Office of the United Nations Ombudsman and Mediation Services Staff Counsellor – section 6.6 the conduct and discipline focal point = contact point for both the affected individual and the alleged offender throughout the handling of formal reports of possible prohibited conduct to provide information on the process and relevant time frames [ST/SGB/2019/8 section 1.16] “Speak up” helpline [US based – appears only accessible during US working hours] V can nominate 1 or two staff as support person (who are not W and accept this support role in writing [ST/SGB/2019/8 section 6.4] V can also nominate an external person (not W and cannot accompany in investigation interviews) – section 6.4 (b) and 6.5 Neither the staff or external support person can engage in legal representation or advocacy – section 6.5
Victim Accommodation for work-performance	<p>Trust Fund established in 2016 to support victim assistance services and projects – example two projects providing access to legal services, psycho-social and medical support in CAR [SG report Feb 2019 (A/73/744 para.38).</p> <p>UN SEA fact sheet dated 20 Feb 2020 section I.6: Using the approximately \$2 million available, project funding has been disbursed or committed in the Central African Republic, the Democratic Republic of the Congo and Liberia; project is forthcoming for Haiti</p>	TBC

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Legal assistance	Some support for victims - through Trust Fund support	Office of Legal Affairs (potential support for UN staff and victim)
HUMAN RESOURCES Screening/ vetting of job applicants from within UN (re- or de-employment)	<p>Clear Check:</p> <ul style="list-style-type: none"> Launched in June 2018 [SG report Feb 2019 (A/73/744) para.40] highly secure online platform of a centralized database. ‘It permits to share information amongst UN entities, system-wide, on individuals (former UN staff and UN related personnel) who have established allegations related to sexual harassment (SH), sexual exploitation and sexual abuse (SEA) with the aim to prevent re-employing them within the UN system.’ [UN Briefing Note on Clear Check, November 2019;] tool owned by Office of Human Resources (OHR) in the Department of Management Strategy, Policy and Compliance (DMSPC) [see SOP Clear Check, July 2019 at https://www.unsceb.org/content/clear-check-screening-tool-standard-operating-procedure] <p>Also, since April 2018 self-attestation in personal history profile of all applicants for UN Secretariat posts [SG report Feb 2019 (A/73/744) para.40]</p>	<p>Clear Check (see definition in SEA column + added def below):</p> <ul style="list-style-type: none"> 1.17 Clear Check is a centralized job candidate screening application. It captures information on sexual harassment offenders and alleged offenders that is provided by the entities of the United Nations System Chief Executives Board for Coordination. [SG Bulletin on SH: ST/SGB/2019/8 section 1.17
HUMAN RESOURCES Vetting of external candidates	<p>Through written reference checks with referees from outside the UN</p> <ul style="list-style-type: none"> TBC with each agency whether template includes a specific Q on SEA allegations 	<p>Screening for SH = mandatory</p> <p>ST/SGB/2019/8 section 3.2 The Organisation shall [...]</p> <p>(b) Undertake reference checks of external candidates during recruitment processes to ensure that individuals who have a documented history of sexual harassment and other prohibited conduct are not appointed or engaged;</p>

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
HUMAN RESOURCES Vetting of external candidates		<ul style="list-style-type: none"> TBC with each UN agency whether template for reference checks includes a specific Q on SH allegations Note that DMSPC/OHR has also explored opportunities to expand Clear Check to include external partners. 'Discussions are ongoing, for example with DFID/ UK about similar / complementary systems and mechanisms they are working on with a variety of aid agencies and Interpol. However, there are some key legal challenges around confidentiality and unanswered questions about how agencies can appropriately share information outside their organisation that will need to be resolved.' [UN Briefing note on Clear Check, Nov 2019 see at https://www.unsceb.org/content/briefing-note-clear-check]
Performance appraisal records compliance & breaches	<p>Through written reference checks with referees from outside the UN</p> <ul style="list-style-type: none"> TBC with each agency whether template includes a specific Q on SEA allegations 	<p>ST/SGB/2019/8 section 3.6 Performance appraisals, including through 360-degree reviews, may record instances of non-adherence by staff members to the principles in the present bulletin, where appropriate. Additionally, the appraisals shall reflect the compliance of staff members with mandatory training requirements.</p>
Dissemination of rules	<p>ST/SGB/2003/13 section 4.1</p> <p>Each staff has to be informed of contents and get copy of the bulletin</p>	<p>ST/SGB/2019/8 section 3.3</p> <p>Each UN 'head of entity' has to</p> <p>(h) Communicate the terms of the present policy and applicable procedures to personnel in their entities on an annual basis through a dedicated in-person meeting;</p>

Issue	Sexual exploitation and abuse (SEA)	Sexual harassment (SH)
Mandatory online learning	<p>YES</p> <p>SEA e-learning available in English since 2017, and French since 2018 [SG report Feb 2019 (A/73/744) para.43]</p> <p>Name of course = Prevention of Sexual Exploitation and Abuse by UN Personnel (inspira: LMS-2398)</p> <p>https://hr.un.org/page/mandatory-learning</p>	<p>YES</p> <p>Name of course(s) =</p> <p>Prevention of Sexual Harassment and Abuse by United Nations Personnel – Working Harmoniously (inspira: LMS-2965)</p> <p>(managers only) Prevention of Sexual Exploitation and Abuse by UN Personnel: Managers and Commanders [Registration through inspira: LMS-2399]</p>
Who in the UN leads and/or coordinates this policy area/domain?	<ul style="list-style-type: none"> SG - Secretary-General of the United Nations SC - Special Coordinator on improving UN response to sexual exploitation and abuse OSC - Office of the Special Coordinator on improving UN response to sexual exploitation and abuse HLSG-High Level Steering Group on SEA (established in 2016) composed of all heads of offices, departments, funds and programmes involved in strengthening system-wide response to SEA <p>- OIOS chairs UN-RIS standing task force on improving SEA investigations [SG report Feb 2019 (A/73/744) para.47]</p>	<ul style="list-style-type: none"> CEB - UN System Chief Executives Board CEB Secretariat CEB Task Force on Addressing Sexual Harassment established in November 2017 by CEB and currently chaired by Ms. Kelly T. Clements, United Nations Deputy High Commissioner for Refugees <p>- CEB Task Force has a sub-working group on strengthening SH investigative capacity in UN system (UN SH fact sheet p.3)</p>



9.3. GLOSSARY OF TERMS

1. Sexual exploitation and abuse (SEA)

A breach of the provisions of ST/SGB/2003/13 (Special measures for protection from sexual exploitation and sexual abuse), or the same definitions, as adopted for all organizations working in the humanitarian, development and peacebuilding contexts.

2. Complainant

Broadly, a person who brings an allegation of SEA to the attention of the UN in accordance with established procedures. This person may be a SEA survivor or another person who is aware of the wrongdoing.

In the implementation of General-Assembly mandated activities, a persons who alleges, in accordance with established procedures, that he/she has been, or is alleged to have been, sexually exploited or abused by United Nations staff or related personnel and international forces acting under a Security Council mandate, but whose claim has not yet been established through a United Nations administrative process or Member States' processes, as appropriate.

3. Victim

Broadly, a person who is, or has been, sexually exploited or abused.

In the implementation of General-Assembly mandated activities, an individual, whose claims that he/she has been sexually exploited or abused by United Nations staff or related personnel have been established through a United Nations administrative process or Member States' processes, as appropriate. Comment: Different definitions of victim trigger different consequences; therefore it is important to use them contextually.

4. Survivor

Reference is made to the term "victim" above. 'Victim' is a term often used in the legal and medical sectors, while the term 'survivor' is generally preferred in the psychological and social support sectors to a person who has experienced sexual or gender-based violence because it implies resilience.

5. Minor/Child

A person under the age of 18, regardless of the age of majority or age of consent locally. Currently, in the reporting on SEA, the term minor and child are used interchangeably when meaning a person under the age of 18. It is noted that child is the preferred option, as it is the internationally defined term (Convention of the Rights of the Child).

6. Beneficiary of Assistance

All persons who receive services and assistance from the United Nations or its funds and programmes are considered beneficiaries of assistance.

7. Subject (of an investigation)

A person or entity who/that is the focus of an investigation.

8. Perpetrator

A person (or group of persons) who commits an act of SEA or other type of crime or offence. Under International Human Rights Law, perpetrator can refer also to state institutions, entities or agents that failed to meet human rights obligations.

9. Whistle-blower

In general, any staff or related personnel who reports sexual exploitation or abuse. In the context of the policy for protection against retaliation, in defined circumstances, there may be protection against retaliation if the Organization has a whistle-blowing protection policy in place. UN staff members or affiliated personnel who report misconduct, including sexual exploitation or abuse, may be entitled to protection under the terms of the Secretary-General's Bulletin S/SGB/2005/21.

10. Witness

A person who observed, or has direct knowledge of, something under investigation.

11. Investigator

An individual who is authorized and responsible to conduct an investigation.

12. United Nations personnel

All United Nations staff members, United Nations Volunteers, Consultants, individual contractors, United Nations Experts on Mission, including military experts on mission (UNMEM), Civilian Police Officers (UNPOL), Government-Provided Personnel, United Nations military staff officers and members of United Nations military contingents.

13. Implementing partner

Entity responsible and accountable for ensuring proper use of agency-provided resources and implementation and management of the intended programme as defined in the work plan. Implementing partners may include – but are not limited to – government institutions, intergovernmental organizations, eligible civil society organizations and United Nations agencies.

14. Complaint

Information provided, whether by a complainant or any other person (source), indicating conduct that may be in breach of the UN Standards of conduct but that has yet to be assessed.

15. Hotline/Helpline

A telephone number that allows persons wishing to report wrongdoing to do so. A hotline may be complemented with other technology-based reporting mechanisms, such as, online request form, or email address.

16. Report of possible misconduct

Information provided, whether by a complainant or any other person (source), indicating conduct that may be in breach of the Organization's Code of Conduct or UN Standards of conduct.

17. Malicious/False complaint

Intentionally providing false or misleading information.

18. Assessment (of an allegation)

A review of information received to determine if this information amounts to an allegation of misconduct that warrants referral for an investigation.

19. Allegation of misconduct

Commonly understood as uncorroborated information pointing to the possible occurrence of misconduct or a crime.

In the specific context of a disciplinary process involving a UN staff member, an "allegation of misconduct" is a notification in writing, from the Administration to the staff member, setting out the facts alleged to have occurred and requesting the staff member to provide his or her comments thereon. Allegations of misconduct are normally issued following an investigation. The issuance of allegations of misconduct represents the start of the disciplinary process vis-à-vis staff members, which may result in the imposition of disciplinary measures.

20. Prima facie grounds

For UN agencies, funds and programmes, prima facie evidence is the fact that there is sufficient credible evidence to open an investigation into an allegation.

21. Investigation

A legally based and analytical process designed to gather information in order to determine whether wrongdoing occurred and, if so, the persons or entities responsible.

22. Case

A situation requiring the attention and possible action of a person who has become aware of it. Depending on the organization, a single case may relate to several perpetrators and/or victims, or may relate to one perpetrator, or one victim.

23. Informed consent

Consent signifies the approval by the participant for the information to be used as explained. Consent is often given with limitations. It must therefore be specified whether all the data and information provided can be used, including the identity of the participant, or whether the information may be used on condition that the identity of the participants is kept confidential. The participant may deem some parts of their testimony to be confidential, and others not: this should also be clarified and recorded. Informed consent is voluntarily and freely given based upon a clear appreciation and understanding of the facts, implications, and future consequences of an action. In order to give informed consent, the individual concerned must have all relevant facts at the time consent is given and be able to evaluate and understand the consequences of an action. They also must be aware of and have the power to exercise their right to refuse to engage in an action and/or to not be coerced. Children's informed consent should take into consideration their evolving capacities. In the case of a child, informed consent should be voluntary with the informed consent of the child and a parent or guardian. Persons with disabilities may need specific support based on the nature of their impairment whether it be physical, intellectual, or mental, to give consent. Even if informed consent is granted, the information collector has an obligation to assess the potential implications of the use of that information on the safety of the person providing it, and on others involved, and to minimize any additional risk to the participants that may be incurred.

Comment: Discussions on the detailed requirements for informed consent are ongoing. Consequently, this definition might be revised in the near future.

24. Investigation report

The full account of the relevant facts, reporting the findings resulting from an investigation.

25. Evidence

Information which tends to establish or disprove a fact material to a case. It includes, but is not limited to, oral testimony of witness, including experts on technical matters, documents, electronic, audio, video records and photographs, and biological evidence, such as blood, hair and semen.

26. Interview

The questioning of a person for the purpose of gathering relevant information related to a SEA matter.

27. Investigation authority

The entity, organization, member state or agency mandating the conduct of an investigation and with the required authority to gather available evidence, including the power to compel a perpetrator to cooperate with the investigation.

28. Credible evidence

Generally, evidence which is worthy of belief. There is no single formula for determining what will constitute credible evidence in a given case. The determination as to whether credible evidence exists will be ultimately made by the investigators when the cases are reviewed collectively, based on the preliminary fact-gathering and assessment.

29. Substantiated

The investigation concluded that there is sufficient evidence to establish the occurrence of SEA.

30. Unsubstantiated

The available evidence was insufficient to allow for an investigation to be completed or the investigation concluded that there was insufficient evidence to establish the occurrence of SEA, for a variety of reasons and does not necessarily mean that the allegation was necessarily false.

31. Closure report

Internal, confidential document prepared for investigations that do not result in a recommendation for consideration of disciplinary, administrative or other action. A closure report is normally used in the following circumstances:

- a) Where the evidence obtained in the course of the completed investigation does not substantiate the matters under investigation;
- b) Where, due to the circumstances, further investigation is not warranted and the case will be closed;
- c) Where due to circumstances a full investigation was not possible.

63. Case closed

- a) A case was decided to be unsubstantiated or for which further investigation was not warranted and for which a closure report has been issued;
- b) Alternatively, a case was concluded to be substantiated, accountability measures have been implemented and completed; or
- c) Where circumstances prevented a full investigation of the case.

32. Confidentiality

The disclosure of certain information is restricted.

Confidentiality is an ethical principle that restricts access to and dissemination of information. It helps to create an environment in which witnesses/survivors are more willing to come forward and recount their version of events; it builds trust in the system and agencies. Maintaining confidentiality requires that personnel protect information about allegations of SEA and agree only to share information on a strict need-to-know-basis, and when sharing information consideration should be given to the potential for future abuse and harm of all those involved, and in the best interests of the survivor. This means that personnel never discuss details of allegations of exploitation and abuse with family or friends, or with colleagues whose knowledge of the abuse is deemed unnecessary. In consideration of mandatory reporting of personnel to report SEA to their agency or Investigative Body, anyone receiving a complaint directly should explain this obligation, and reassure the complainant/survivor that all information shared will be appropriately protected and will be kept confidential between only those who are authorised to know on the basis of providing protection or taking appropriate action i.e. investigation.

33. Assistance to victim / Victim Assistance

Assistance and support for medical, psychosocial, legal and other services to be provided to a complainant, a victim or a child born as a result of sexual exploitation and abuse as defined under A/RES/62/214. For the humanitarian sector, including UN Agencies, Funds and Programmes, the provision of assistance to victims of SEA does not require individuals to go through an administrative process to be eligible for services.

34. Administrative actions

Measures taken by an organization against its staff, either as interim measures or final, within the authority of the organization (would include written or oral reprimand; recovery of monies owed to the Organization; placement on administrative leave, repatriation or financial measures).

35. Criminal accountability

The concept that prohibited behaviour can violate criminal law and consequently lead to a criminal procedure before an established court system.

36. Disciplinary measure / action

Vis-à-vis staff members, disciplinary measures are imposed following a disciplinary process. For UN staff, under Staff Rule 10.2(a), they may take the following forms: written censure; loss of one or more steps in grade; deferment, for a specified period, of eligibility for salary increment; suspension without pay for a specified period; fine; demotion with deferment, for a specified period, of eligibility for consideration for promotion; separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity; and dismissal. SEA is serious misconduct and results in the most serious disciplinary measures.

37. Victim blaming

There is no widely-accepted definition of victim-blaming across the UN nor among practitioners of gender-based violence. However in the context of GBV it is used where the survivor or victim of GBV is held entirely or partially responsible for the abuse committed against them. Victim-blaming and self-blame are often rooted in public beliefs that a victim is at least partially responsible for abuse. A UNFPA facilitator's guide to reporting on gender-based violence in the Syria crisis notes that 'when reports [of GBV] focus on details such as the dress, personal habits or physical appearance of GBV survivors, the focus tends to shift away from the perpetrator. At worst, this can result in survivors being blamed for the violence.' Abusers often blame their victims in order to make excuses for their behavior, and it is often easier to blame the victim due to the power imbalance that exists between the abuser and the victim. It is important that abusers take full responsibility for their actions.

38. Zero-tolerance policy

For the UN and NGOs, this is a policy establishing that sexual exploitation and abuse by staff members and affiliated personnel is prohibited and that every transgression will be acted upon. The UN and many NGOs also have a zero-tolerance policy to sexual harassment in the workplace.

For non-UN staff members, misconduct is defined as per the instruments that regulate staff conduct (for example, an act or omission that is a violation of the Organization's Code of Conduct). Sexual exploitation and abuse constitutes serious misconduct.



9.4. TERMS OF REFERENCE FOR PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE FOCAL POINTS








Role Description

Under the auspices of the Resident Coordinator, the Focal Point for Protection from Sexual Exploitation and Abuse (PSEA) will coordinate the implementation of the **Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13)**. S/he will undertake this both within his/her UN Agency, and as a member of Papua New Guinea UNCT Taskforce on PSEA.





An agency may choose to designate one or two Focal Points to carry out the PSEA responsibilities of the agency.

Major Tasks

Prevention:

-  Ensure that the identity and contact of the PSEA Focal point is known by all staff within the agency.
-  Ensure that messaging on PSEA and its awareness raising is incorporated into their agency's communication strategy
-  Work closely with HR and operations teams to strengthen procedures on good hiring practices, including procedures to prevent hiring of offenders.
-  Ensure compliance with the UN protocol on allegations of sexual exploitation and abuse involving implementing partners. Including sub-contractors, consultants, interns and volunteers.
-  The focal point shall ensure their agency staff receive capacity building opportunities including annual refresher training on PSEA.
-  Work with HR to ensure 100% staff receive PSEA training upon induction to the agency and annual refresher training.
-  Ensure widespread and regular disseminations of outreach material in local languages, informing the rights of beneficiaries and standard of conduct expected of UN personal.

Response:

-  Ensure clear internal procedures for all staff and personal to report incidents of sexual exploitation and abuse.
-  Receive complaints, reports and questions about alleged acts of SEA committed by their agency or partners personal.
-  Ensure the safety and confidentiality of all survivors or witnesses who report to the focal point.
-  the focal point will ensure that all materials pertaining to complaints are handled strictly in line with applicable policy and procedures.



Refer complaints/reports to the appropriate unit within her/his entity for investigation;



Immediately refer complainants to the victim assistance mechanism, where established, so that they may receive the medical, psychosocial, legal and material support they need or directly assist complainants to access immediate medical assistance and safety measures where needed.



If a victim assistance mechanism is not yet in place, the Focal Point should seek to facilitate access to such support, in line with the UN Protocol on victims assistance.

Management and Coordination:



Support the inclusion of SGB standards in contractual arrangements with non-UN entities and individuals, per ST/SGB/2003/13 Sec. 6.1.



Ensure that focal points at all the Entity's field/sub-offices, where there is significant staff presence, are designated and trained.



Coordinate the Entity's adherence to relevant monitoring/compliance mechanisms, including contribution to the annual report of the Secretary-General on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.



Ensure that the job descriptions, terms of reference and/or performance appraisal plans of staff who are also Focal Points include their PSEA responsibilities.



Track all PSEA-related activities for the Entity and ensure that all information on PSEA-related activities is shared with relevant persons in the Entity.



Keep data on reported incidents for general reporting and further development of efforts to address SEA.



Keep management up to date on PSEA measures taken and plans for future action.

Duties and responsibilities within PSEA Taskforce:



Attend quarterly PSEA Task Force meeting, allocate an alternative staff member if one is unable to join.



Carry out the tasks of the annual PSEA Taskforce action plan



Work collaboratively and engage in multiagency consultation, planning and implementation of country agreed plans and priority



Share lessons learned, and experiences that can enhance the taskforce and improve support to staffs who experienced SEA and how to handle offenders if witnessed within the workplace



Explore ways to design country-specific capacity building sessions on thematic areas within PSEA.

Competencies and Experience

The in-country Focal Point for Protection from Sexual Exploitation and Abuse (PSEA) shall be a staff member or hold Duty of Authority. The Focal Point needs easy access to senior management so as to be able to effect change.

The Focal Point shall have the following competencies and experience: Proven integrity, objectivity and professional competence; demonstrated sensitivity to cultural diversity and gender issues; understanding of survivor centered care.





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